



9961

Legal Assistant

Jefferson County seeks a Legal Assistant to assist the Case Specialists and Assistant Corporation Counsels with establishing paternity, child support, health insurance orders, and in enforcing and locating processes.

Starting Wage: \$17.36/hour

Minimum Requirements: Associate's degree in legal secretary, administrative assistant or related field with three years of experience in family law, child support agency or legal environment with knowledge of legal terminology; or any equivalent combination of education and experience is required. Paralegal and prior experience working with KIDS or another state's child support computer program preferred.

Application review begins July 29, 2016 and is open until filled. Application and position details are available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE